

Checklist - Householder Planning Application, Lawful Development Certificates



This is a quick check list designed to help applicants submit a valid application and includes the basic information required. The Council's Local Validation Requirements mean that you may need to submit other documentation in specific circumstances, for example where there is a risk of flooding. For the full guidance or if you have any queries please visit www.bromley.gov.uk/planninglocalist or contact planning@bromley.gov.uk

1. **Application fee (or reason for fee exemption)**
2. **Completed, signed and dated application form**
3. **Ownership and Agricultural Land Declaration**
Included within the application form – the relevant ownership certificate (A or B or C or D) and the Agricultural Land Declaration must both be signed and dated
4. **Site Location Plan with Red Line (1:1250 or 1:2500)**
An up to date plan which identifies the land to which the application relates drawn to a scale of 1:1250 or 1:2500 and on A4 or A3 size paper and showing the direction of North. Sufficient detail such as roads or buildings should be shown on the plan to ensure that the exact location of the site is clear. The application site should be edged with a red line and include all land required for access to the site from a public highway, visibility splays, landscaping, car parking and open areas around buildings. A blue line should be drawn around any other land owned by the applicant.
5. **Site Plan / Block Plan (1:100, 1:200 or 1:500)**
Showing the site and proposed development in relation to surrounding land and features. You should also show site boundaries and other buildings on the site.
6. **Existing and proposed elevations and floor plans (1:50 or 1:100)**
7. Does the site slope or does the proposal include a change in ground level? If so you will also need to include:
 Existing and proposed site sections and finished floor and site levels (1:50 or 1:100)
8. If the design of the roof of the building is not evident from the elevations you will also need to include:
 Existing and Proposed Roof plan (1:50 or 1:100)
9. If the application is for a new building or the proposal consists of or includes an increase in the height of existing buildings, you will also need to include:
 Existing and Proposed Street Elevations (1:50 or 1:100)
10. If the application is for Major Development, or within a Conservation Area but only if for one or more dwellings or for building works with a floor space of over 100sqm, you will also need to include:
 Design and Access Statement
11. **Community Infrastructure Levy Form**
Required for all applications that propose additional/new residential units (including conversion) and extensions over 100sqm

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12. Householder and other minor extensions in Flood Zone 2/3 Declaration

Though an FRA will not be required for “Householder and other minor development” in Zones 2 and 3 the applicant should complete the relevant declaration which can be downloaded from the Councils website

13. Other specific documents may be required as set out in the Council’s Validation Guidance and Local Information Requirements for Planning Applications document at www.bromley.gov.uk/planninglocallist

Notes regarding drawings

Drawings are preferred at A4 or A3, however where this is inappropriate larger drawings are acceptable (particularly if all elevations and floorplans can be included on one plan)

All drawings should include the following information:

- The (metric) scale of the drawing (e.g. 1:100, 1:200) and key dimensions
- The direction of North on site location and block plans
- A scale bar indicating a minimum of 0-10 metres (to assist with reading online)
- A date, title, drawing number (indicating revisions) to identify development and subject